



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

Public Diplomacy Section Intern

The Public Diplomacy Section of the U.S. Embassy in Lisbon is responsible for traditional media relations; social media engagement; cultural, professional and educational offerings; grants; and, exchange programs.

Position Description:

The Public Diplomacy Section Intern would assist Public Diplomacy staff with the following tasks:

- Assist with social media outreach;
- Assist with public diplomacy programs, outreach activities and events;
- Assist with event planning and coordination;
- Draft routine correspondence in English and Portuguese/Respond to public inquiries;
- Undertake a special project for the duration of the internship; and,
- Take on tasks and assignments as directed and necessary.

U.S. Embassy Lisbon's Host Country Internship Program is open to non-U.S. citizen, Portuguese students of Portugal-based universities who wish to gain valuable work experience (and academic credit if permitted by the university) while providing key support to U.S. Embassy Lisbon.

Internships are unpaid and last a minimum of 10 weeks and a maximum of three months. Full time and part-time schedules may be considered.

All selected interns will be required to obtain a Security and Medical Certification prior to beginning their internship.

Skills:

Knowledge of Word, Excel, PowerPoint, Facebook, and standard computer applications.

Education:

Students must have completed two years and be currently enrolled in a university prior to application for an internship and have a minimum grade point average of 14 (on a 20 point scale) for students completing a Licenciatura.

Language:

Students must speak English and Portuguese at professional proficiencies.

Please submit your cover letter and curriculum vitae, in English, to internshiplisbon@state.gov
The subject of your submission should be: LAST NAME, FIRST NAME: PUBLIC DIPLOMACY
INTERNSHIP APPLICATION, DATE. In your cover letter let us know what motivates your
interest in Public Diplomacy and what makes you an ideal candidate for this opportunity.

Important notice: Should COVID conditions require telework, the Public Diplomacy Section will
be unable to honor internships until such time as interns can appear in person.

Please do not send invitations to or through third party employment websites such as LinkedIn
as they will be automatically deleted.